



Online Renewals for Mobile Food Unit Licenses

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Creating an Account

To access Iowa's Online Food Licensing System, please log onto the site by entering <https://iowa.safefoodinspection.com> into your internet browser. Although the application functions in the most common internet browsers, the preferred internet browser is Google Chrome. If you are using another internet browser, the appearance of some of the pages and messages may differ from those in this user guide.

Log In Page:

The screenshot shows the login page for the Iowa Department of Inspections & Appeals. The header features the department's name and a logo. Below the header, there is a navigation bar with links for 'IOWA STATE AGENCIES' and 'ONLINE SERVICES'. The main content area is titled 'Welcome To USA Food Safety' and contains a 'Log In' section. This section has two input fields: 'User Name *' and 'Password *'. Below these fields are two buttons: 'Log In' and 'New Account'. At the bottom of the page, there are links for 'Forgot Password' and 'WiFi Hotspot(s)', along with a section titled 'Forgot your Password? Retrieve it Here!' and a link to 'Find a WiFi Hotspot'.

IOWA DEPARTMENT OF INSPECTIONS & APPEALS

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

Welcome To USA Food Safety

Log In

User Name *:

Password *:

Other Options:

Forgot your Password? Retrieve it Here!

If you forget your password, please use the "Forgot Password" function. As passwords are required to be changed every 120 days, the Forgot Password function will allow you access if you are an infrequent user.

If you already have an account, please enter your User Name and Password then select "Log In."

If you are a new user of the system, please select "New Account."

New User Account

New User Organization Questionnaire

Question

What is the primary purpose for creating an account today? *

If you know what type of license you are renewing or applying for select the correct option. If you are unsure about which license option to select, please call 515-281-7102.

Options

- ☐ Apply for a social or charitable gambling license, such as, a raffle, sport betting pool, bingo, or games of skill and chance
- ☒ Apply for or renew an Iowa food establishment or lodging license (i.e. hotel, vending machine, home bakery, mobile food unit, temporary food establishment, farmer's market, restaurant, grocery store, or other direct to consumer food operation)
- ☐ Apply for or renew an Iowa food manufacturing or warehouse license
- ☐ Conduct activities associated with registered amusement devices

[Next](#)[Start Over](#)

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

New User Account

New User Organization Questionnaire

Question	Options
Does your operation have a business(es) located in single or multiple Iowa counties? *	<input checked="" type="radio"/> Multiple counties <input type="radio"/> Single county

[Previous](#) [Next](#) [Start Over](#)

If you are operating business in multiple counties, select the "Multiple counties" option. If you need to go to the previous screen, click "Previous" or "Start Over."

Kim Reynolds, Governor Adam Gregg, Lt. Governor

New User Account

New User Organization Questionnaire

Question	Options
Does your operation have a business(es) located in single or multiple Iowa counties? *	<input type="radio"/> Multiple counties <input checked="" type="radio"/> Single county

[Previous](#) [Next](#) [Start Over](#)

If you are operating a single business in a single county, select the "Single county" option. If you need to go to the previous screen, click "Previous" or "Start Over."

New User Account

New User Organization Questionnaire

Question
Select the county where most of your businesses are located *

Options
Black Hawk ▼

Previous Next Start Over

If you selected “Multiple counties,” you will need to determine the county where the majority of your businesses reside. Once you select the county from the drop-down box, click “Next.” If you have a single business, click “Previous.” [Please note: the “City of Dubuque” is a different option from “Dubuque County.”]

New User Account

New User Organization Questionnaire

Question
Select the county where your business is located *

Options
Boone ▼

Previous Next Start Over

If you selected a “Single county,” please select the county where your business is located. Once you select your county from the drop-down box, click “Next.” Otherwise, select “Previous” if you have multiple businesses. [Please note: the “City of Dubuque” is a different option from “Dubuque County.”]

New User Account

New User Organization Questionnaire

Based on your responses the following regulatory jurisdiction has been selected: **DIA Food and Consumer Safety Bureau**

To proceed, select Confirm. To review the previous question, select Previous. To start over, select Start Over. [Food Regulatory Jurisdiction Map](#)

[Previous](#)[Confirm](#)[Start Over](#)

This screen will inform you of your regulatory jurisdiction. If you believe this information is incorrect, please read the instructions to review your response or choose to start over. You can also click "Food Regulatory Jurisdiction Map" to check the jurisdiction that has been selected. If you click the jurisdiction map, you will be taken to another page and be required to start over. Select "Confirm" to advance.

Create a New User Account:

New User Account

User Information

User Name *
Password *
Verify Password *
Home Jurisdiction *
DIA Food and Consumer Safety Bureau

Account Information

First Name *
Middle * ☐ None Available
Last Name *
Suffix
Account ID
Not yet assigned
Email *
Phone/Ext *
Cell Phone
Fax
Emergency

Save Back

Create your own User Name and Password.

The "Home Jurisdiction" is pre-determined by your selection of your business location and license type.

Complete all "Account Information" fields. All fields marked with an asterisk (*) are required fields.

Review the information you have entered for accuracy and select "Save."

Log In Page:

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

Welcome To USA Food Safety

Log In

User Name *:

Password *:

Other Options:

[Forgot your Password? Retrieve it Here!](#)

[Find a WiFi Hotspot](#)

User Home Page:

Home Tools Logout

Facility Portal

Add existing business: Business Code

Filter by Business Name

If you are seeing this page, you have successfully logged in to the Iowa Online Food Licensing System. Congratulations!

If you do not see this page after attempting to login using your user credentials, please try again. If you are still unsuccessful, please contact the regulatory authority.

Associating an Existing Food Business with a User Account

Once you have successfully logged into the Iowa Online Food Licensing System, the next step is to associate active food businesses with your user account. The Business Code that you need to associate an existing business with your user account is located on the food license renewal application that you receive from the regulatory agency.

Here is an example of the top portion of the Mobile Food Unit license renewal application:

RENEWAL APPLICATION FOR MOBILE FOOD UNIT LICENSE

Date of Renewal: _____

Has ownership changed since last license issued? ☐ Yes ☐ No

MARK'S FOOD TRUCK- VIN:123456678TRK
321 12th ST
Des Moines, IA 50319

If ownership has changed, give previous owner's _____
business name _____, and
license number: _____ (if known)

LATE PENALTIES APPLY IF LICENSE HAS EXPIRED

RENEW ONLINE at dia.iowa.gov

License: 170943 Expires: 01/25/2019 Business Code: 1B7E7C3B

The Business Code on the renewal must be entered in the space provided on the Iowa Online Food Licensing home screen.

Enter the Business Code from the renewal form here and then select "Add."

Home Tools Logout

Facility Portal

Add existing business: Business Code Add

Filter by Business Name Show All

Once a user has successfully updated Business Information and License Information, food licenses may be renewed using the Iowa Online Food Licensing System. The system has messages and prompts to assist a user in renewing a food license.

Home Tools Logout

Facility Portal

Add existing business: Business Code Add

Filter by Business Name Show All Show Available for Renewal

Add New Business

- MARK'S SUPERMARKET - 127820 - (2) - [icon]
- MARK'S CONVENIENCE STORE - 123094 - (2) - [icon]
- MARK'S FOOD TRUCK - 123095 - (1) - [icon]

Add To Cart	License Number	Program Type	Name	Expire Date	Status
<input type="checkbox"/>	170943	Mobile Food Unit	VIN:12345678trk	1/25/2019 (28 days)	Active

Add New Business Program

- MARK'S RESTAURANT - 127815 - (0) - [icon]

Select the "+" icon to review information for each license.

A license is available for renewal 60 days **prior to** expiration. Expired licenses may be renewed up to 60 days **after** expiration. Late fees will apply.

Once a user has associated one or more food businesses with the user account, it is important that the business information is reviewed and updated as necessary to reflect the current operation. There are two areas where information is displayed: “Business Information” and “License Information.” Both of these areas contain operational information about each food business.

The screenshot shows the 'Facility Portal' interface. At the top, there is a navigation bar with 'Home', 'Tools', and 'Logout' links, and a shopping cart icon. Below the navigation bar, the 'Facility Portal' title is displayed. To the right of the title, there is a search bar labeled 'Add existing business: Business Code' with an 'Add' button. Below the search bar, there is a filter section with a 'Filter by Business Name' input field and two buttons: 'Show All' and 'Show Available for Renewal'. Below the filter section, there is a table of businesses. The table has a header row labeled 'Add New Business' and four data rows. Each data row contains the business name, license number, and quantity, followed by a right-pointing arrow icon. The businesses listed are: MARK'S SUPERMARKET - 127820 - (2), MARK'S CONVENIENCE STORE - 123094 - (2), MARK'S FOOD TRUCK - 123095 - (1), and MARK'S RESTARUANT - 127815 - (0). Three callout boxes are present: one pointing to the paper and pencil icon in the filter section, one pointing to the 'Show Available for Renewal' button, and one pointing to the right-pointing arrow icon in the table.

Add New Business		
MARK'S SUPERMARKET - 127820 - (2)	-	>
MARK'S CONVENIENCE STORE - 123094 - (2)	-	>
MARK'S FOOD TRUCK - 123095 - (1)	-	>
MARK'S RESTARUANT - 127815 - (0)	-	>

To access the “Business Information” screen, click the paper and pencil icon.

If you have multiple businesses, selecting “Show Available for Renewal” will filter out businesses that do not have licenses that are available for be renewed at this time.

To view “License Information,” click the “>” icon.

Reviewing and Updating Business and License Information

Business Information:

When the pencil and paper icon is selected, the “Edit Business Information” page will appear. Please review and update this information to reflect current operations. Note that some of the fields are locked (shaded in gray) and cannot be changed by the user. If there is inaccurate information in fields that are locked, please contact the regulatory authority.

The screenshot shows a web form titled "EDIT: MARK'S SUPERMARKET". The form is divided into several sections. The top section contains fields for Business Name, Phone, Cell, and Email. Below this is a "Mailing Address" section with fields for Street Number, Street Name, Street Suffix, Secondary Unit Type, Secondary Unit Number, Zip, State, County, and City. There is also a "Physical Address" section with similar fields. Some fields are shaded gray, indicating they are locked. A blue callout bubble points to the Email field, and another points to the Physical Address section.

EDIT: MARK'S SUPERMARKET			
Business Name: MARK'S SUPERMARKET			
Phone*: 515-555-0000	Cell: 515-555-5555	Email*: email@gmail.com	
<input type="checkbox"/> No Email Available			
Mailing Address <input type="checkbox"/> International Address			
Street Number*: 321	Street Name*: 12th	Street Suffix: ST	
Secondary Unit Type: ▼	Secondary Unit Number: 		
Zip*: 50319	State*: IA ▼	County*: Polk ▼	City*: Des Moines
Physical Address <input type="button" value="Same as Mailing"/> <input type="checkbox"/> International Address			
Street Number*: 321	Street Name*: 12th	Street Suffix: ST	
Secondary Unit Type: ▼	Secondary Unit Number: 		
Zip*: 50319	State*: IA ▼	County*: Polk ▼	City*: Des Moines

Review and update the information to reflect current operations.

The user cannot edit fields that are shaded (locked). If information is inaccurate in these fields, contact the regulatory authority.

Business Information (continued):

The screenshot shows a web form titled "Business Information (continued)". It contains three main sections: "Facility Data", "Emergency Contacts", and "Attachments".

Facility Data

Type Of Menu

Full Service Menu **Attach menu ☐ No

Limited Menu **Attach menu ☒ Yes

Emergency Contacts

Contact's Name	Address	Relationship	Cell Phone
Add New Contact			

Attachments

File Name	Description	Delete
Add New Attachment		

Save Changes

Callout boxes provide additional instructions: One points to the "Add New Contact" button, explaining its purpose for emergency alerts. Another points to the "Add New Attachment" button, explaining its use for providing regulatory information. A third points to the "Save Changes" button, reminding users to save their changes.

Select "Add New Contact" to enter emergency contact information. Emergency contacts may receive alerts when emergencies arise such as power outages, boil orders, flooding and other conditions that may affect the operation of the business. **Note:** At least one Emergency Contact is required before this screen will save or close.

Ensure you select "Save Changes" if changes have been made to the Business Information.

Select "Add New Attachment" to provide the regulatory agency with information such as a copy of the current menu, water test results, HACCP plan, policies and procedures, training documents, Certified Food Protection Manager documentation, or other necessary information about the food business.

License Information:



When the “>” icon is selected, the blue panel will expand to show a License Information summary. **Note:** only active licenses will display.

The screenshot shows the 'Facility Portal' interface. At the top, there is a navigation bar with 'Home', 'Tools', and 'Logout'. Below this, the 'Facility Portal' title is displayed. A search bar labeled 'Filter by Business Name' is present, along with buttons for 'Show All' and 'Show Available for Renewal'. A section titled 'Add New Business' contains a list of businesses: 'MARK'S SUPERMARKET - 127820 - (2) - [icon]', 'MARK'S CONVENIENCE STORE - 123094 - (2) - [icon]', 'MARK'S FOOD TRUCK - 123095 - (1) - [icon]', and 'MARK'S RESTAURANT - 127815 - (0) - [icon]'. Below the list is a table with the following columns: 'Add To Cart', 'License Number', 'Program Type', 'Name', 'Expire Date', and 'Status'. The table contains one row of data: License Number 170943, Program Type Mobile Food Unit, Name VIN:123456678trk, Expire Date 1/25/2019 (28 days), and Status Active. A blue callout box points to the '+' icon in the 'Add To Cart' column of the table row.

Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	170943	Mobile Food Unit	VIN:123456678trk	1/25/2019 (28 days)	Active

To access detailed license information or “Business Program Reference Data,” click the “+” icon. Each “+” icon contains unique detailed license information.

Detailed License Information (Business Program Reference Data): The information displayed for each license will differ based on the license type.

Add To Cart	License Number	Program Type	Name	Expire Date	Status
 	170943	Mobile Food Unit	VIN:123456678trk	1/25/2019 (28 days)	Active
Business Program Reference Data					
Unit Identification					
			VIN or Serial Number *	<input type="text" value="VIN:123456678trk"/>	
			Make *	<input type="text" value="ford"/>	
			Model *	<input type="text" value="trk"/>	
			License Plate No/State *	<input type="text" value="xyz 909"/>	
			Year *	<input type="text" value="2014"/>	
			Size *	<input type="text" value="24"/>	
			Color *	<input type="text" value="White"/>	
			Unit/Truck Number *	<input type="text" value="1"/>	
Home Base of Operation					
			Home Base Address *	<input type="text" value="321 East 12th StreetDes Moines IA"/>	
			Home Base License (Enter N/A if unlicensed) *	<input type="text" value="N/A"/>	
EMPLOYEE INFORMATION					
			Anticipated # of employees/volunteers, including owner: *	<input type="text" value="3"/>	
			Do you have one or more Certified Food Protection Manager(s) on Staff who has supervisory responsibility? *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Exempt (Per Iowa Administrative Code 481-31)	
			If YES, Please attach a copy of your national Certificate(s)		
			If NO, Do you have a Person-In-Charge enrolled in Food Safety Training?	<input type="radio"/> Yes	

All areas of the "Business Program Reference Data" that are marked with an asterisk (*) require a response. These areas must be completed by the user before a license can be renewed using the online renewal system.

Detailed License Information (continued):

The screenshot displays a web form for license renewal. At the top, the 'Projected Capacity Header' section includes input fields for 'Number of seats: *' and 'Patrons served daily (projected):'. Below this is the 'EMPLOYEE INFORMATION' section, which contains a question about having a Certified Food Protection Manager(s) on staff, with radio button options for 'Yes', 'No', and 'Exempt (Per Iowa Administrative Code 481-31)'. It also includes a section for food safety training with a text area for course details. A green 'Save Reference Data' button is positioned below these questions. A callout box points to this button, stating: 'Select “Save Reference Data” after making changes to the Business Program Reference Data.' Below the button is an 'Attachments' table with columns for 'File Name', 'Description', and 'Delete'. A blue 'Add New Attachment' button is located below the table. A callout box points to this button, stating: 'Select “Add New Attachment” to provide the regulatory agency with information such as a copy of the current menu, water test results, HACCP plan, policies and procedures, training documents or other necessary information about the food business. If you have attached these documents to the Business Information page, it is not necessary to attach again.' At the bottom of the form is the 'Gross Sales' section, which asks the user to 'Please enter the Gross Sales amount.' with a text input field containing the number '0'. A callout box points to this field, stating: 'Proof of gross sales is **not required** to renew a Mobile Food License. Please leave this as “0.” If renewing other license types, please refer to the appropriate user guide.'

Projected Capacity Header

Number of seats: *

Patrons served daily (projected):

EMPLOYEE INFORMATION

Anticipated # of employees/volunteers, including owner: *

Do you have one or more Certified Food Protection Manager(s) on Staff w/ho has supervisory responsibility? *

☐ Yes

☐ No

☐ Exempt (Per Iowa Administrative Code 481-31)

If YES, Please attach a copy of your national Certificate(s)

If NO, Do you have a Person-In-Charge enrolled in Food Safety Training? *

☐ Yes

☐ No

If YES, Name, Date, and Location of Course:

Save Reference Data

Attachments

File Name	Description	Delete
Add New Attachment		

Gross Sales

Please enter the Gross Sales amount. 0

Select “Save Reference Data” after making changes to the Business Program Reference Data.

Select “Add New Attachment” to provide the regulatory agency with information such as a copy of the current menu, water test results, HACCP plan, policies and procedures, training documents or other necessary information about the food business. If you have attached these documents to the Business Information page, it is not necessary to attach again.

Proof of gross sales is **not required** to renew a Mobile Food License. Please leave this as “0.” If renewing other license types, please refer to the appropriate user guide.

Paying for a Mobile Food Establishment License

Once information is reviewed and updated, the license may be added to the shopping cart.

To view the contents of the shopping cart, select the shopping cart icon.

The screenshot shows the 'Facility Portal' interface. At the top, there are links for 'Home', 'Tools', and 'Logout'. On the right, there is a shopping cart icon. Below the navigation bar, there is a search bar labeled 'Filter by Business Name' and two buttons: 'Show All' and 'Show Available for Renewal'. A section titled 'Add New Business' contains three expandable items: 'MARK'S SUPERMARKET - 127820 - (2) - [icon]', 'MARK'S CONVENIENCE STORE - 123094 - (2) - [icon]', and 'MARK'S FOOD TRUCK - 123095 - (1) - [icon]'. Below these is a table with the following columns: 'Add To Cart', 'License Number', 'Program Type', 'Name', 'Expire Date', and 'Status'. The table contains one row with the following data: '+ [checkbox]', '170943', 'Mobile Food Unit', 'VIN:123456678trk', '1/25/2019 (25 days)', and 'Active'. Below the table is a button labeled 'Add New Business Program'. At the bottom, there is an expandable item: 'MARK'S RESTARUANT - 127815 - (0) - [icon]'.

Add To Cart	License Number	Program Type	Name	Expire Date	Status
+ [checkbox]	170943	Mobile Food Unit	VIN:123456678trk	1/25/2019 (25 days)	Active

Select the "Add To Cart" box to place this license in the shopping cart.

Once the user has successfully placed a license in the shopping cart, the shopping cart contents should be reviewed for accuracy before checking out. To view the shopping cart contents, select the shopping cart icon.

A license can be removed from the shopping cart by clicking the "X" or by unchecking the "Add to Cart" box.

Each license that has been successfully added to the shopping cart is identified by the license number (e.g., 194472). Payment details are also provided in the cart. Late payments will have penalty fees included.

Once the shopping cart contents have been reviewed for accuracy, the user may proceed by selecting "Checkout." This will redirect the user to the Iowa e-payment screen.

NOTE: Both Electronic Fund Transfer (EFT) AND credit/debit card payments are accepted. There is a \$1 transaction fee for bank transfers and a 2.5% transaction fee for credit and debit cards.

Program Type	Name
MARK'S SUPERMARKET - 127820 - (2) - <input checked="" type="checkbox"/>	
MARK'S CONVENIENCE STORE - 123094 - (2) - <input checked="" type="checkbox"/>	
MARK'S FOOD TRUCK - 123095 - (1) - <input checked="" type="checkbox"/>	
MARK'S RESTAURANT - 127815 - (0) - <input checked="" type="checkbox"/>	

CART	
Renewal - 194472 - M - \$250.00 Mobile Food Unit License Base Cost: \$250.00	X
Total	\$250.00
There will be a \$1 bank fee added at checkout.	
* A \$1 transaction fee will be added at checkout for ePayments (EFT, ACH, bank transfers).	
* A 2.5% transaction fee will be added at checkout for credit and debit card payments.	
Checkout	

Once the payment process is complete, the user will receive a payment confirmation number which may be printed and maintained as proof of payment. After receiving the payment confirmation number, please log back into the Iowa Online Food Licensing System to ensure the selected license or licenses are in “Submitted” status. If the license you selected is not in Submitted status, please contact the regulatory authority.

NOTE: Licenses that are in a Submitted status are NOT approved. Once the regulatory authority has approved the license, the status will be shown as “Active.”

The screenshot shows the 'Facility Portal' interface. At the top, there are links for 'Home', 'Tools', and 'Logout'. On the right, there is a shopping cart icon and a section for 'Add existing business:' with a 'Business Code' input field and an 'Add' button. Below this is a search bar labeled 'Filter by Business Name' and two buttons: 'Show All' and 'Show Available for Renewal'. A section titled 'Add New Business' contains three expandable items: 'MARK'S SUPERMARKET - 127820 - (2) - [icon]', 'MARK'S CONVENIENCE STORE - 123094 - (2) - [icon]', and 'MARK'S FOOD TRUCK - 123095 - (0) - [icon]'. Below these is a table with columns: 'Add To Cart', 'License Number', 'Program Type', 'Name', 'Expire Date', and 'Status'. The table contains one row with the following data: '+', a checkbox, '170943', 'Mobile Food Unit', 'VIN:123456678trk', '1/25/2019 (28 days)', and 'Submitted'. Below the table is a button 'Add New Business Program' and another expandable item 'MARK'S RESTAURANT - 127815 - (0) - [icon]'.

Add To Cart	License Number	Program Type	Name	Expire Date	Status
+ <input type="checkbox"/>	170943	Mobile Food Unit	VIN:123456678trk	1/25/2019 (28 days)	Submitted

Licenses that are in “Submitted” status have NOT been approved. The approval process occurs after submission. The documentation that has been provided will be reviewed before approval. Once the license has been approved, the status will change back to “Active.” Please log into the Iowa Online Food Licensing system periodically to view the license status.